



PeopleSoft Labor Distribution Reports Manual

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Infopac Reports

SAO Financial Systems

Reports

Labor Distribution Control Totals

MODULE: Labor Distribution

REPORT NAME: Labor Distribution Control Totals

PS ID: LDS8002X

INFOPAC ID: LDxxx0001

NAVIGATION: N/A

DESCRIPTION: lists a summary of the earnings and deductions (employee and employer) that was received in the Labor Distribution Module from the HCM payroll system.

RUN CONTROL CRITERIA:

FREQUENCY: Payroll Pay period

TYPE
(On Request/Overnight Batch): Overnight Batch

SPECIAL INSTRUCTIONS:

This is considered step 1 in the labor process and the amounts should be reconciled to the HCM Payroll Summary – Confirmed Report (PYxxx0018H) prior to making adjustments, correction and/or distribution entries

XXX00 - Testing Dept of
Period End: 15-NOV-2006
Frequency: Semi Monthly
Paygroup: SH1

State Of Georgia
Dept of Test
Labor Distribution Control Totals
Payroll Summary

Report ID: LDXXX0001
Print Date: 11/22/2006
Page: 1
PS ID: LDS8002X

	COMPONENT CODE	DESCRIPTION	AMOUNT
Salary Items	OTP	Overtime Pay	132.00
	RGH	Regular Earnings (513)	18,019.76
		TOTAL PAY AMOUNT	18,151.76
Less Deductions	\$UFEE	Federal MED/EE	263.18
	\$UHEE	Federal Withholding	1,046.08
	GAHEE	Georgia Withholding	544.76
	GDCT	Georgia Defined Contribution	909.63
		TOTAL DEDUCTIONS	2,763.65
		NET PAY	15,388.11

SAO Financial Systems Reports

Labor Distribution Messages

MODULE: Labor Distribution

REPORT NAME: Labor Distribution Messages

PS ID: LDS8001X

INFOPAC ID: LDxxx0002

NAVIGATION: N/A

DESCRIPTION: lists records with chartfield errors prior to Labor processing.

RUN CONTROL CRITERIA:

FREQUENCY: Payroll Pay period

**TYPE
(On Request/Overnight Batch):** Overnight Batch

SPECIAL INSTRUCTIONS:

These errors must be corrected before Labor can be released. Will also be generated and display when “No Message/Errors Found”.

XXXX00 - Dept of Test
Period End: - 30-NOV-2006
Paygroup: - SH1
Frequency: - Semi Monthly
Department - XXX3700000

State Of Georgia
Dept of Test
Labor Distribution Messages

Report ID: LDXXX0002
Print Date: 12/06/2006
Page: 1
PS ID: LDS8001X

NAME/

EMPLOYEE ID/ POSITION	CHECK NUMBER	COMPONENT CODE	ACCOUNT	IDENTIFIERS
--------------------------	-----------------	-------------------	---------	-------------

MESSAGES

Test Employee 3
00XXXXXXX

00128268	637031	RGH	513001	Fund
		RGH	513001	Project

Appropriation is required.
Effective date not valid for Project

SAO Financial Systems Reports

Labor Distribution Summary – Salary Expenses

MODULE: Labor Distribution

REPORT NAME: Labor Distribution Summary – Salary Expenses

PS ID: LDS7003X

INFOPAC ID: LDxxx0003

NAVIGATION: N/A

DESCRIPTION: lists summary totals for distributed payroll and withholdings by account. These are the amounts for each combination of Chartfields that will be journalized for posting to the General Ledger.

RUN CONTROL CRITERIA:

FREQUENCY: Payroll Pay period

**TYPE
(On Request/Overnight Batch):** Overnight Batch

SPECIAL INSTRUCTIONS:

XXX00 - Testing, Dept of
Period End: 30-NOV-2006

State Of Georgia
Dept of Test
Labor Distribution Summary
Salary Expenses

Report ID: LDXXX0003
Print Date: 11/28/2006
Page: 1
PS ID: LDS7003X

Paygroup: ALL
Fund: 10100 General Fund Operations

DEPARTMENT	PROJECT	FUND SRCE	PROGRAM	SPECIAL PURPOSE	PRODUCT	BUDGET REF	CLASS	ACCOUNT	DEBIT AMOUNT
XXX0010101	01	01	0740101				300	501001	1,309.59
XXX0010101	24061	01	0740301				300	501001	5,212.93
XXX0010101	24061	24061	0740301				300	501001	579.21
XXX0010201	01	01	0740302				300	501001	3,252.84
XXX0010201	24061	01	0740303				300	501001	5,151.80
XXX0010201	24061	24061	0740304				300	501001	572.43
XXX0010202	01	01	0740101				300	501001	2,307.89
XXX0010204	01	01	0740101				300	501001	4,980.69
XXX0010205	01	01	0740101				300	501001	5,954.43

SAO Financial Systems Reports

Labor Distribution Corrections

MODULE: Labor Distribution

REPORT NAME: Labor Distribution Corrections

PS ID: LDS1001X

INFOPAC ID: LDxxx0004

NAVIGATION: N/A

DESCRIPTION: lists employee and chartfield information after on-line correction and distribution entries and is generated when Labor is Released.

RUN CONTROL CRITERIA:

FREQUENCY: Payroll Pay period

TYPE
(On Request/Overnight Batch): Overnight Batch

SPECIAL INSTRUCTIONS:

Will also be generated and display when "No Labor Distribution Changes Found".

State Of Georgia
 Dept of Test
 Labor Distribution Corrections
 Labor Distribution

Report ID: LDXXX0004
 Print Date: 11/28/2006
 Page: 1
 PS ID: LDS1001X

Business Unit: XXX00 - Testing, Dept of
 Pay Period 30-NOV-2006

Paygroup: ALL

Name	Department	Project	Fund	Special	Budget	Earn	Account
Employee ID	Position	Check #	<u>Src Program</u>	<u>Product</u>	Purpose	Reference	Code
Test Employee 1	XXX0021003	1006	4				HOL 503001 Deleted
00XXXXXX	00051902	95957					
	XXX0021003	1006	01				HOL <u>503001 Added</u>
Test Employee 2	XXX0021003	1006	4				OTP 511001 Deleted
00XXXXXX	00051857	95971					
	<u>XXX0021003</u>	<u>006</u>	01				OTP 511001 Added

SAO Financial Systems Reports

Labor Distribution Messages

MODULE: Labor Distribution

REPORT NAME: Labor Distribution Messages

PS ID: LDS8010X

INFOPAC ID: LDxxx0005

NAVIGATION: Labor Distribution/Report/Chartfield Validation Report

DESCRIPTION: lists invalid chartfields and information.

RUN CONTROL CRITERIA:

FREQUENCY: Payroll Pay period

**TYPE
(On Request/Overnight Batch):** On Request

SPECIAL INSTRUCTIONS:

These errors must be corrected before Labor can release to G/L for posting. Will also be generated and display when “No Message/Errors Found”.

XXX00 - Dept of Test
Period End: - 15-NOV-2006
Paygroup: - SS1

State Of Georgia
Dept of Test
Labor Distribution Messages

Report ID: LDXXX0005
Print Date:
Page: 1
PS ID: LDS8010X

EMPLOYEE ID/CHECK	COMPONENT	CHART TYPE	INVALID VALUE
00XXXXXX	46722	REG	PROJECT_ID 08008

SAO Financial Systems Reports

Checks without Earnings

MODULE: Labor Distribution

REPORT NAME: Checks Without Earnings

PS ID: LDS8005X

INFOPAC ID: LDxxx0006

NAVIGATION: N/A

DESCRIPTION: lists information identifying checks from HCM that do not contain earnings. Normally these types of checks are refunds or adjustments to employee deductions and/or taxes.

RUN CONTROL CRITERIA:

FREQUENCY: Payroll Pay period

**TYPE
(On Request/Overnight Batch):** Overnight Batch

SPECIAL INSTRUCTIONS:

These types of checks cannot be successfully processed by the Labor Module. Agencies will be required to manually update AP and GL with the appropriate chartfield information.

XXXX00 - Dept of Test
Period End: - 15-JUL-2006
Paygroup: - SS1
Frequency: - Semi Monthly

State Of Georgia
Dept of Test
Checks Without Earnings

Report ID: LDXXX0006
Print Date: 07/12/2006
Page: 1
PS ID: LDS8005X

NAME/

EMPLOYEE ID/ CHECK NUMBER	FUND	SPECIAL	BUDGET	
POSITION COMPCD ACCOUNT DEPARTMENT CLASS FUND SRC PROGRAM	PURPOSE	PRODUCT	REFERENCE	PROJECT AMOUNT
Test Employee 4				
00XXXXXX 999999999999995				
00152859 \$UFEE 215020 EE_W/H 6 06999			EE_W/H	0.75
\$UHEE 215025 EE_W/H 6 06999			EE_W/H	< 0.75>

*** End Of Report ***

SAO Financial Systems Reports

Labor Expense Detail by Fund Source – Pay Period

MODULE: Labor Distribution

REPORT NAME: Labor Expense Detail by Fund Src – Pay Period

PS ID: LDS7014X

INFOPAC ID: LDxxx021F

NAVIGATION: Labor Distribution/Report/Detail by Funding Source

DESCRIPTION: lists the Labor Expense Detail after Labor is released by Fund Src for a specific Pay period.

RUN CONTROL CRITERIA:

Business Unit	Pay End Date	Detail and Recap
Frequency	Calendar Month	Recap Only
Pay Group	Fiscal Quarter	
Fund Src From	Fiscal Year To Date	
Fund Src To	Calendar Year/Fiscal Year	

FREQUENCY: Payroll Pay period

TYPE
(On Request/Overnight Batch): On Request

SPECIAL INSTRUCTIONS:

Report is sorted by Fund Src Code and can be requested for recap only.

Business Unit: XXX00	State Of Georgia	Report ID: LDXXX021F
Frequency: Semimonthly	Dept of Test	Print Date: 11/28/2006
Paygroup: SH1	Labor Expense Detail by Fund Src	Page: 1
	Labor Distribution Report	PS ID: LDS7014X
	Pay Period: 15-NOV-2006	
	Fund Src: 01 to 99999	

Fund Src: 01 STATE FUNDS APPROPRIATION

Name	Mag Chk	Position	Title	Paid	Employer	Total	Total		
Employee ID	Account	Gross Amount	FICA	MEDC	Health	<u>Retirement</u>	<u>Retirement</u>	Fringes	Expenses
Dept	Proj	Program	Hours						
Test Employee 5	50492	00159313	Intern(GOV) - XXXINT01						
00XXXXXXX	503001	668.57	0.00	9.70	0.00	<u>0.00</u>	<u>0.00</u>	9.70	678.27
XXX2003000 01	5790201	0.00	<u>0.00</u>	9.70	0.00	<u>0.00</u>	<u>0.00</u>	9.70	678.27
Test Employee 6	50517	00160291	Temporary						
00XXXXXXX	513001	437.50	0.00	6.34	0.00	<u>0.00</u>	<u>0.00</u>	6.34	443.84
XXX42CILAW 01	5790201	43.75	0.00	6.34	0.00	<u>0.00</u>	<u>0.00</u>	6.34	443.84
Test Employee 7	50518	00160291	Temporary						
00XXXXXXX	513001	800.00	0.00	11.60	0.00	<u>0.00</u>	<u>0.00</u>	11.60	811.60
XXX42CILAW 01	5790201	80.00	0.00	11.60	0.00	<u>0.00</u>	<u>0.00</u>	11.60	811.60

SAO Financial Systems

Reports

Labor Expense Detail by Fund Source - Month

MODULE: Labor Distribution

REPORT NAME: Labor Expense Detail by Fund Src – Month

PS ID: LDS7014X

INFOPAC ID: LDxxx022F

NAVIGATION: Labor Distribution/Report/Detail by Funding Source

DESCRIPTION: lists the Labor Expense Detail after Labor is released by Fund Src for a specific Month

RUN CONTROL CRITERIA:

Business Unit	Pay End Date	Detail and Recap
Frequency	Calendar Month	Recap Only
Pay Group	Fiscal Quarter	
Fund Src From	Fiscal Year To Date	
Fund Src To	Calendar Year/Fiscal Year	

FREQUENCY: On Request

TYPE
(On Request/Overnight Batch): On Request

SPECIAL INSTRUCTIONS:

Report is sorted by Fund Src Code and can be requested for recap only.

Business Unit: XXXX00	State Of Georgia	Report ID: LDXXX022F
Frequency: Semimonthly	Dept of Test	Print Date: 12/28/2006
Paygroup: SH1	Labor Expense Detail by Fund Src	Page: 1
	Labor Distribution Report	PS ID: LDS7014X
	For Month/FY: NOV/2007	
	Fund Src: 01 to 99999	
Fund Src: 01 STATE FUNDS APPROPRIATION		

Name	Mag Chk	Position	Title	Paid	Employer	Total	Total	
Employee ID	Account	Gross Amount	FICA	MEDC	Health	Retirement	Retirement	Fringes Expenses
Dept	Proj	Program	Hours					
Test Employee 5	50492	00159313	Intern (GOV) - XXXINT01					
00XXXXXXX	503001	668.57	0.00	9.70	0.00	0.00	0.00	9.70 678.27
XXX2003000 01	5790201	0.00	0.00	9.70	0.00	0.00	0.00	9.70 678.27
Test Employee 6	50517	00160291	Temporary					
00XXXXXXX	513001	437.50	0.00	6.34	0.00	0.00	0.00	6.34 443.84
XXX42CILAW 01	5790201	43.75	0.00	6.34	0.00	0.00	0.00	6.34 443.84
Test Employee 7	50518	00160291	Temporary					
00XXXXXXX	513001	800.00	0.00	11.60	0.00	0.00	0.00	11.60 811.60
XXX42CILAW 01	5790201	80.00	0.00	11.60	0.00	0.00	0.00	11.60 811.60

SAO Financial Systems Reports

Labor Expense Detail by Fund Source - Quarter

MODULE: Labor Distribution

REPORT NAME: Labor Expense Detail by Fund Src – Quarter

PS ID: LDS7014X

INFOPAC ID: LDxxx023F

NAVIGATION: Labor Distribution/Report/Detail by Funding Source

DESCRIPTION: lists the Labor Expense Detail after Labor is released by Fund Src for a specific Quarter.

RUN CONTROL CRITERIA:

Business Unit	Pay End Date	Detail and Recap
Frequency	Calendar Month	Recap Only
Pay Group	Fiscal Quarter	
Fund Src From	Fiscal Year To Date	
Fund Src To	Calendar Year/Fiscal Year	

FREQUENCY: On Request

TYPE
(On Request/Overnight Batch): On Request

SPECIAL INSTRUCTIONS:

Report is sorted by Fund Src Code and can be requested for recap only.

Business Unit: XXX00	State Of Georgia	Report ID: LDXXX023F
Frequency: Semimonthly	Dept of Test	Print Date: 11/28/2006
Paygroup: SH1	Labor Expense Detail by Fund Src	Page: 1
	Labor Distribution Report	PS ID: LDS7014X
	For Quarter: 1 (01-JUL-2006 thru 31-OCT-2006)	
	Fund Src: 01 to 99999	

Fund Src: 01 STATE FUNDS APPROPRIATION

Name	Mag Chk	Position	Title	Paid	Employer	Total	Total		
Employee ID	Account	Gross Amount	FICA	MEDC	Health	Retirement	Retirement	Fringes	Expenses
Dept	Proj	Program	Hours						
Test Employee 5 50492 00159313 Intern(GOV) - XXXINT01									
00XXXXXXX	503001	668.57	0.00	9.70	0.00	0.00	0.00	9.70	678.27
XXX2003000 01	5790201	0.00	0.00	9.70	0.00	0.00	0.00	9.70	678.27
Test Employee 6 50517 00160291 Temporary									
00XXXXXXX	513001	437.50	0.00	6.34	0.00	0.00	0.00	6.34	443.84
XXX42CILAW 01	5790201	43.75	0.00	6.34	0.00	0.00	0.00	6.34	443.84
Test Employee 7 50518 00160291 Temporary									
00XXXXXXX	513001	800.00	0.00	11.60	0.00	0.00	0.00	11.60	811.60
XXX42CILAW 01	5790201	80.00	0.00	11.60	0.00	0.00	0.00	11.60	811.60

SAO Financial Systems

Reports

Labor Expense Detail by Fund Source – Fiscal Year

MODULE: Labor Distribution

REPORT NAME: Labor Expense Detail by Fund Src – Fiscal Year

PS ID: LDS7014X

INFOPAC ID: LDxxx024F

NAVIGATION: Labor Distribution/Report/Detail by Funding Source

DESCRIPTION: lists the Labor Expense Detail after Labor is released by Fund Src for a specific Fiscal Year

RUN CONTROL CRITERIA:

Business Unit	Pay End Date	Detail and Recap
Frequency	Calendar Month	Recap Only
Pay Group	Fiscal Quarter	
Fund Src From	Fiscal Year To Date	
Fund Src To	Calendar Year/Fiscal Year	

FREQUENCY: On Request

TYPE
(On Request/Overnight Batch): On Request

SPECIAL INSTRUCTIONS:

Report is sorted by Fund Src Code and can be requested for recap only.

Business Unit: XXX00	State Of Georgia	Report ID: LDXXX024F
Frequency: Semimonthly	Dept of Test	Print Date: 11/28/2006
Paygroup: SH1	Labor Expense Detail by Fund Src	Page: 1
	Labor Distribution Report	PS ID: LDS7014X
	For Fiscal YTD: 2006 (01-JUL-2005 thru 30-JUN-2006)	
	Fund Src: 01 to 99999	
Fund Src: 01 STATE FUNDS APPROPRIATION		

Name	Mag Chk	Position	Title	Paid	Employer	Total	Total		
Employee ID	Account	Gross Amount	FICA	MEDC	Health	Retirement	Retirement	Fringes	Expenses
Dept	Proj	Program	Hours						
Test Employee 5 50492 00159313 Intern (GOV) - XXXINT01									
00XXXXXX	503001	668.57	0.00	9.70	0.00	0.00	0.00	9.70	678.27
XXX2003000 01	5790201	0.00	0.00	9.70	0.00	0.00	0.00	9.70	678.27
Test Employee 6 50517 00160291 Temporary									
00XXXXXX	513001	437.50	0.00	6.34	0.00	0.00	0.00	6.34	443.84
XXX42CILAW 01	5790201	43.75	0.00	6.34	0.00	0.00	0.00	6.34	443.84
Test Employee 7 50518 00160291 Temporary									
00XXXXXX	513001	800.00	0.00	11.60	0.00	0.00	0.00	11.60	811.60
XXX42CILAW 01	5790201	80.00	0.00	11.60	0.00	0.00	0.00	11.60	811.60

SAO Financial Systems Reports

Labor Expense Detail by Department – Pay Period

MODULE: Labor Distribution

REPORT NAME: Labor Expense Detail by Department - Pay Period

PS ID: LDS7015X (overnight) LDS7012X (on request)

INFOPAC ID: LDxxx021O

NAVIGATION: Labor Distribution/Report/Detail by Dept

DESCRIPTION: lists the Labor Expense Detail after Labor is released by Department for a specific Pay Period.

RUN CONTROL CRITERIA:

Business Unit	Pay End Date	Detail and Recap
Frequency	Calendar Month	Recap Only
Pay Group	Fiscal Quarter	
Dept Id From	Fiscal Year To Date	
Dept Id To	Calendar Year/Fiscal Year	

FREQUENCY: Payroll Pay period

**TYPE
(On Request/Overnight Batch):** Overnight Batch and/or On Request

SPECIAL INSTRUCTIONS:

“Report is sorted by Department Code and can be requested for recap only.”

Business Unit: XXXX00	State Of Georgia	Report ID: LDXXX0210
Frequency: Semimonthly	Dept of Test	Print Date: 11/23/2006
Pavgroup: SH1	Labor Expense Detail by Department	Page: 1
	Labor Distribution Report	PS ID: LDS7015X
	Pay Period: 15-NOV-2006	

Department: XXX2003000 - INTERN PROGRAM EXPENSES

Name		<u>Mag</u> <u>Chk</u>	Position	Title		<u>Paid</u>	<u>Employer</u>	<u>Total</u>	<u>Total</u>	
Employee ID	Account	Gross Amount	FICA	MEDC		Health	Retirement	Retirement	Fringes	Expenses
Project	<u>FSrc</u>	Program	Hours							
Test Employee 5	50492	00159313	Intern(GOV) - XXXINT01							
00XXXXXXX	503001	668.57	0.00	9.70	0.00	0.00	0.00	0.00	9.70	678.27
01	01	5790201	0.00	0.00	9.70	0.00	0.00	0.00	9.70	678.27
Test Employee 8	50493	00159313	Intern(GOV) - XXXINT01							
00XXXXXXX	503001	771.43	0.00	11.18	0.00	0.00	0.00	0.00	11.18	782.61
01	01	5790201	0.00	0.00	11.18	0.00	0.00	0.00	11.18	782.61
Test Employee 9	50494	00159313	Intern(GOV) - XXXINT01							
00XXXXXXX	503001	668.57	0.00	9.70	0.00	0.00	0.00	0.00	9.70	678.27
01	01	5790201	0.00	0.00	9.70	0.00	0.00	0.00	9.70	678.27

SAO Financial Systems Reports

Labor Expense Detail by Department - Month

MODULE: Labor Distribution

REPORT NAME: Labor Expense Detail by Department - Month

PS ID: LDS7012X

INFOPAC ID: LDxxx022O

NAVIGATION: Labor Distribution/Report/Detail by Dept

DESCRIPTION: lists the Labor Expense Detail after Labor is released by Department for a specific Month.

RUN CONTROL CRITERIA:

Business Unit	Pay End Date	Detail and Recap
Frequency	Calendar Month	Recap Only
Pay Group	Fiscal Quarter	
Dept Id From	Fiscal Year To Date	
Dept Id To	Calendar Year/Fiscal Year	

FREQUENCY: On Request

TYPE
(On Request/Overnight Batch): On Request

SPECIAL INSTRUCTIONS:

Report is sorted by Department Code and can be requested for recap only.

Business Unit: XXX00	State Of Georgia	Report ID: LDXXX022O
Frequency: Semimonthly	Dept of Test	Print Date: 12/23/2006
Paygroup: SH1	Labor Expense Detail by Department	Page: 1
	Labor Distribution Report	PS ID: LDS7012X
	For Month/FY: NOV/2007	

Department: XXX2003000 - INTERN PROGRAM EXPENSES

Name		<u>Mag Chk</u>	Position	Title	Paid	Employer	Total	Total	
Employee ID	Account	Gross Amount	FICA	MEDC	Health	Retirement	Retirement	Fringes	Expenses
Project	FSrc	Program	Hours						
Test Employee 5	50492	00159313	Intern(GOV) - XXXINT01						
00XXXXXXX	503001	668.57	0.00	9.70	0.00	0.00	0.00	9.70	678.27
01	01	5790201	0.00	0.00	9.70	0.00	0.00	9.70	678.27
Test Employee 8	50493	00159313	Intern(GOV) - XXXINT01						
00XXXXXXX	503001	771.43	0.00	11.18	0.00	0.00	0.00	11.18	782.61
01	01	5790201	0.00	0.00	11.18	0.00	0.00	11.18	782.61
Test Employee 9	50494	00159313	Intern(GOV) - XXXINT01						
00XXXXXXX	503001	668.57	0.00	9.70	0.00	0.00	0.00	9.70	678.27
01	01	5790201	0.00	0.00	9.70	0.00	0.00	9.70	678.27

SAO Financial Systems Reports

Labor Expense Detail by Department - Quarter

MODULE: Labor Distribution

REPORT NAME: Labor Expense Detail by Department - Quarter

PS ID: LDS7012X

INFOPAC ID: LDxxx023O

NAVIGATION: Labor Distribution/Report/Detail by Dept

DESCRIPTION: lists the Labor Expense Detail after Labor is released by Department for a specific Quarter.

RUN CONTROL CRITERIA:

Business Unit	Pay End Date	Detail and Recap
Frequency	Calendar Month	Recap Only
Pay Group	Fiscal Quarter	
Dept Id From	Fiscal Year To Date	
Dept Id To	Calendar Year/Fiscal Year	

FREQUENCY: On request

**TYPE
(On Request/Overnight Batch):** On Request

SPECIAL INSTRUCTIONS:

Report is sorted by Department Code and can be requested for recap only.

Business Unit: XXX00	State Of Georgia	Report ID: LDXXX0230
Frequency: Semimonthly	Dept of Test	Print Date: 11/23/2006
Paygroup: SH1	Labor Expense Detail by Department	Page: 1
	Labor Distribution Report	PS ID: LDS7012X
	For Quarter: 1 (01-JUL-2006 thru 31-SEP-2006)	

Department: XXX2003000 - INTERN PROGRAM EXPENSES

Name	Mag Chk	Position Title	Paid	Employer	Total	Total	
Employee ID	Account	Gross Amount	FICA	MEDC	Health	Retirement	Retirement
Project	FSrc	Program	Hours				Fringes
Test Employee 5	50492	00159313	Intern (GOV) - XXXINT01				
00XXXXXX	503001	668.57	0.00	9.70	0.00	0.00	9.70
01	01	5790201	0.00	0.00	9.70	0.00	9.70
Test Employee 8	50493	00159313	Intern (GOV) - XXXINT01				
00XXXXXX	503001	771.43	0.00	11.18	0.00	0.00	11.18
01	01	5790201	0.00	0.00	11.18	0.00	11.18
Test Employee 9	50494	00159313	Intern (GOV) - XXXINT01				
00XXXXXX	503001	668.57	0.00	9.70	0.00	0.00	9.70
01	01	5790201	0.00	0.00	9.70	0.00	9.70

SAO Financial Systems Reports

Labor Expense Detail by Department – Fiscal Year

MODULE: Labor Distribution

REPORT NAME: Labor Expense Detail by Department – Fiscal Year

PS ID: LDS7012X

INFOPAC ID: LDxxx024O

NAVIGATION: Labor Distribution/Report/Detail by Dept

DESCRIPTION: lists the Labor Expense Detail after Labor is released by Department for a specific Fiscal Year.

RUN CONTROL CRITERIA:

Business Unit	Pay End Date	Detail and Recap
Frequency	Calendar Month	Recap Only
Pay Group	Fiscal Quarter	
Dept Id From	Fiscal Year To Date	
Dept Id To	Calendar Year/Fiscal Year	

FREQUENCY: On Request

TYPE
(On Request/Overnight Batch): On Request

SPECIAL INSTRUCTIONS:

Report is sorted by Department Code and can be requested for recap only.

Business Unit: XXX00	State Of Georgia	Report ID: LDXXX0240
Frequency: Semimonthly	Dept of Test	Print Date: 11/23/2006
Paygroup: SH1	Labor Expense Detail by Department	Page: 1
	Labor Distribution Report	PS ID: LDS7012X
For Fiscal YTD: 2006 (01-JUL-2005 thru 30-JUN-2006)		

Department: XXX2003000 - INTERN PROGRAM EXPENSES

Name		<u>Mag</u>	<u>Chk</u>	Position	Title	Paid	Employer	Total	Total	
Employee ID	Account	Gross Amount		FICA	MEDC	Health	Retirement	<u>Retirement</u>	<u>Fringes</u>	Expenses
Project	<u>FSrc</u>	Program	Hours							
Test Employee 5	50492	00159313		Intern (GOV) - XXXINT01						
00XXXXXXX	503001	668.57		0.00	9.70	0.00	0.00	0.00	9.70	678.27
01	01	5790201	0.00	0.00	9.70	0.00	0.00	0.00	9.70	678.27
Test Employee 8	50493	00159313		Intern (GOV) - XXXINT01						
00XXXXXXX	503001	771.43		0.00	11.18	0.00	0.00	0.00	11.18	782.61
01	01	5790201	0.00	0.00	11.18	0.00	0.00	0.00	11.18	782.61
Test Employee 9	50494	00159313		Intern (GOV) - XXXINT01						
00XXXXXXX	503001	668.57		0.00	9.70	0.00	0.00	0.00	9.70	678.27
01	01	5790201	0.00	0.00	9.70	0.00	0.00	0.00	9.70	678.27

SAO Financial Systems

Reports

Labor Expense Detail by Project – Pay Period

MODULE: Labor Distribution

REPORT NAME: Labor Expense Detail by Project – Pay Period

PS ID: LDS7013X

INFOPAC ID: LDxxx021P

NAVIGATION: Labor Distribution/Report/Detail by Project

DESCRIPTION: lists the Labor Expense Detail after Labor is released by Project for a specific Pay Period.

RUN CONTROL CRITERIA:

Business Unit	Pay End Date	Detail and Recap
Frequency	Calendar Month	Recap Only
Pay Group	Fiscal Quarter	
Project From	Fiscal Year To Date	
Project To	Calendar Year/Fiscal Year	

FREQUENCY: Payroll Pay period

TYPE
(On Request/Overnight Batch): On Request

SPECIAL INSTRUCTIONS:

Report is sorted by Project Code and can be requested for recap only

Business Unit: XXX00
Frequency: Semimonthly
Paygroup: SH1

State Of Georgia
Dept of Test
Labor Expense Detail by Project
Labor Distribution Report
Pay Period: 15-NOV-2006
Project: 01 to 99999999

Report ID: LDXXX021P
Print Date: 11/28/2006
Page: 1
PS ID: LDS7013X

Project: 01 - STATE PROJECT

Name	Mag Chk	Position	Title	Paid	Employer	Total	Total	
Employee ID	Account	Gross Amount	FICA	MEDC	Health	Retirement	Retirement	Fringes
Dept	FSrc	Program	Hours					Expenses
Test Employee 5	50492	00159313	Intern (GOV) - XXXINT01					
00XXXXXX	503001	668.57	0.00	9.70	0.00	0.00	0.00	9.70 678.27
XXX2003000 01	5790201	0.00	0.00	9.70	0.00	0.00	0.00	9.70 678.27
Test Employee 6	50517	00160291	Temporary					
00XXXXXX	513001	437.50	0.00	6.34	0.00	0.00	0.00	6.34 443.84
XXX42CILAW 01	5790201	43.75	0.00	6.34	0.00	0.00	0.00	6.34 443.84
Test Employee 7	50518	00160291	Temporary					
00XXXXXX	513001	800.00	0.00	11.60	0.00	0.00	0.00	11.60 811.60
XXX42CILAW 01	5790201	80.00	0.00	11.60	0.00	0.00	0.00	11.60 811.60

SAO Financial Systems Reports

Labor Expense Detail by Project - Month

MODULE: Labor Distribution

REPORT NAME: Labor Expense Detail by Project – Month

PS ID: LDS7013X

INFOPAC ID: LDxxx022P

NAVIGATION: Labor Distribution/Report/Detail by Project

DESCRIPTION: lists the Labor Expense Detail after Labor is released by Project for a specific Month.

RUN CONTROL CRITERIA:

Business Unit	Pay End Date	Detail and Recap
Frequency	Calendar Month	Recap Only
Pay Group	Fiscal Quarter	
Project From	Fiscal Year To Date	
Project To	Calendar Year/Fiscal Year	

FREQUENCY: On Request

**TYPE
(On Request/Overnight Batch):** On Request

SPECIAL INSTRUCTIONS:

Report is sorted by Project Code and can be requested for recap only

Business Unit: XXX00	State Of Georgia	Report ID: LDXXX022P
Frequency: Semimonthly	Dept of Test	Print Date: 12/28/2006
Paygroup: SH1	Labor Expense Detail by Project	Page: 1
	Labor Distribution Report	PS ID: LDS7013X
	For Month/FY: NOV/2007	
	Project: 01 to 99999999	
Project: 01 - STATE PROJECT		

Name		Mag Chk	Position	Title	Paid	Employer	Total	Total	
Employee ID	Account	Gross Amount	FICA	MEDC	Health	Retirement	Retirement	Fringes	Expenses
Dept	FSrc	Program	Hours						
Test Employee 5	50492	00159313	Intern (GOV) - XXXINT01						
00XXXXXXX	503001	668.57	0.00	9.70	0.00	0.00	0.00	9.70	678.27
XXX2003000 01	5790201	0.00	0.00	9.70	0.00	0.00	0.00	9.70	678.27
Test Employee 6	50517	00160291	Temporary						
00XXXXXXX	513001	437.50	0.00	6.34	0.00	0.00	0.00	6.34	443.84
XXX42CILAW 01	5790201	43.75	0.00	6.34	0.00	0.00	0.00	6.34	443.84
Test Employee 7	50518	00160291	Temporary						
00XXXXXXX	513001	800.00	0.00	11.60	0.00	0.00	0.00	11.60	811.60
XXX42CILAW 01	5790201	80.00	0.00	11.60	0.00	0.00	0.00	11.60	811.60

SAO Financial Systems

Reports

Labor Expense Detail by Project – Quarter

MODULE: Labor Distribution

REPORT NAME: Labor Expense Detail by Project – Quarter

PS ID: LDS7013X

INFOPAC ID: LDxxx023P

NAVIGATION: Labor Distribution/Report/Detail by Project

DESCRIPTION: lists the Labor Expense Detail after Labor is released by Project for a specific Quarter.

RUN CONTROL CRITERIA:

Business Unit	Pay End Date	Detail and Recap
Frequency	Calendar Month	Recap Only
Pay Group	Fiscal Quarter	
Project From	Fiscal Year To Date	
Project To	Calendar Year/Fiscal Year	

FREQUENCY: On Request

TYPE
(On Request/Overnight Batch): On Request

SPECIAL INSTRUCTIONS:

Report is sorted by Project Code and can be requested for recap only

Business Unit: XXX00	State Of Georgia	Report ID: LDXXX023P
Frequency: Semimonthly	Dept of Test	Print Date: 11/28/2006
Paygroup: SH1	Labor Expense Detail by Project	Page: 1
	Labor Distribution Report	PS ID: LDS7013X
	For Quarter: 1 (01-JUL-2006 thru 31-SEP-2006)	
	Project: 01 to 99999999	

Project: 01 - STATE PROJECT

Name	Mag Chk	Position	Title	Paid	Employer	Total	Total	
Employee ID	Account	Gross Amount	FICA	MEDC	Health	Retirement	Retirement	Fringes
Dept	FSrc Program	Hours						Expenses
Test Employee 5 50492 00159313 Intern(GOV) - XXXINT01								
00XXXXXX	503001	668.57	0.00	9.70	0.00	0.00	0.00	678.27
XXX2003000 01	5790201	0.00	0.00	9.70	0.00	0.00	0.00	678.27
Test Employee 6 50517 00160291 Temporary								
00XXXXXX	513001	437.50	0.00	6.34	0.00	0.00	0.00	443.84
XXX42CILAW 01	5790201	43.75	0.00	6.34	0.00	0.00	0.00	443.84
Test Employee 7 50518 00160291 Temporary								
00XXXXXX	513001	800.00	0.00	11.60	0.00	0.00	0.00	811.60
XXX42CILAW 01	5790201	80.00	0.00	11.60	0.00	0.00	0.00	811.60

SAO Financial Systems Reports

Labor Expense Detail by Project – Fiscal Year

MODULE: Labor Distribution

REPORT NAME: Labor Expense Detail by Project – Fiscal Year

PS ID: LDS7013X

INFOPAC ID: LDxxx024P

NAVIGATION: Labor Distribution/Report/Detail by Project

DESCRIPTION: lists the Labor Expense Detail after Labor is released by Project for a specific Fiscal Year.

RUN CONTROL CRITERIA:

Business Unit	Pay End Date	Detail and Recap
Frequency	Calendar Month	Recap Only
Pay Group	Fiscal Quarter	
Project From	Fiscal Year To Date	
Project To	Calendar Year/Fiscal Year	

FREQUENCY: On Request

TYPE
(On Request/Overnight Batch): On Request

SPECIAL INSTRUCTIONS:

Report is sorted by Project Code and can be requested for recap only

Business Unit: XXX00
 Frequency: Semimonthly
 Paygroup: SH1

State Of Georgia
 Dept of Test
 Labor Expense Detail by Project
 Labor Distribution Report
 For Fiscal YTD: 2006 (01-JUL-2005 thru 30-JUN-2006)
 Project: 01 to 99999999

Report ID: LDXXX024P
 Print Date: 11/28/2006
 Page: 1
 PS ID: LDS7013X

Project: 01 - STATE PROJECT

Name	Mag Chk	Position	Title	Paid	Employer	Total	Total	
Employee ID	Account	Gross Amount	FICA	MEDC	Health	Retirement	Retirement	Fringes
Dept	FSrc Program	Hours						Expenses
Test Employee 5	50492	00159313	Intern(GOV) - XXXINT01					
00XXXXXXX	503001	668.57	0.00	9.70	0.00	0.00	0.00	678.27
XXX2003000	01 5790201	0.00	0.00	9.70	0.00	0.00	0.00	678.27
Test Employee 6	50517	00160291	Temporary					
00XXXXXXX	513001	437.50	0.00	6.34	0.00	0.00	0.00	443.84
XXX42CILAW	01 5790201	43.75	0.00	6.34	0.00	0.00	0.00	443.84
Test Employee 7	50518	00160291	Temporary					
00XXXXXXX	513001	800.00	0.00	11.60	0.00	0.00	0.00	811.60
XXX42CILAW	01 5790201	80.00	0.00	11.60	0.00	0.00	0.00	811.60

Crystal Reports

SAO Financial Systems Reports

Labor Expenses by Project/Grant

MODULE: Labor Distribution

REPORT NAME: Labor Expenses by Project/Grant

PS ID: LDC2191X

INFOPAC ID: None - Crystal Report

NAVIGATION: Reporting Tools/Query/Query Manager

DESCRIPTION: lists the employee check/labor records that have not had a distribution input into the Labor Distribution Module for a specific Project/Grant

RUN CONTROL CRITERIA:

Business Unit

Project/Grant

FREQUENCY: On Request

**TYPE
(On Request/Overnight Batch):** On Request

SPECIAL INSTRUCTIONS:

Must be run before Labor is Released

1/12/2006

Labor Expenses for a Selected Project/Grant

BUSINESS UNIT: XXX00

PROJECT: 06

DEPARTMENT: XXX3100230

EMPLOYEE ID	NAME	POSITION NBR	PAY END DT	CHECK NBR	<u>OFF_CYCLE</u>
00XXXXXX	Test Employee 10	00056760	1/15/2006	77093	N
00XXXXXX	Test Employee 11	00056807	1/15/2006	77098	N
00XXXXXX	Test Employee 12	00056738	1/15/2006	77095	N
00XXXXXX	Test Employee 13	00057014	1/15/2006	77096	N
00XXXXXX	Test Employee 14	00056802	1/15/2006	77097	N